

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 11th September 2018 at 7pm in Harpford Village Hall, Harpford

ACTION by:

	<p>Present</p> <p>Cllrs. Burhop (Chair) Dalton, Jeffery and Zirker Clerk. 0 members of the public.</p> <p>Meeting began at 7.00pm.</p>	
Public Forum	<p>Fire Regulations Outlined</p> <p>Public Questions No public questions or representations.</p>	
FC18/42	<p>Apologies for absence: Cllrs. Tillotson and Walker.</p>	
FC18/43	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p>	
FC18/44	<p>To consider Minutes of previous Finance Committee meeting 14th August 2018 as previously circulated to members. Approval of minutes was proposed by Chair, seconded by Cllr. Jeffery. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting.</p> <p>Matters arising: Play equipment repairs at Back Lane. Flood mitigation works around parish as previously approved. Handyman to assess concrete blocks at Pavilion E. elevation.</p>	
FC18/45a	<p>Business to be considered:</p> <p>a) To consider quotations for Cemetery wall structural survey: Only two quotes had been received by the date of this meeting. Chair deferred the matter to Full Council meeting on 24/9 and asked Clerk to chase up remaining quotes. Clerk: Please note and action accordingly. Please add to ORD agenda for 24/9/18.</p>	Clerk
FC18/45b	<p>b) To consider provision of noticeboard at St. Luke's Cemetery: Further to the minutes of the previous Fin.Comm. meeting in August, Clerk had been directed to obtain equivalent quotations from suppliers for a noticeboard made in Iroko hardwood. These were considered by committee. After due consideration, it was proposed by Chair, seconded by Cllr. Jeffery, that Council purchase a single panel (9 x A4 portrait) Noticeboard in Iroko H/wood for the sum of £794 from Supplier C but also to delegate to Clerk the addition of a suitable engraved header bar with the words "St. Luke's Cemetery" thereon on the proviso that said addition did not take overall price of noticeboard above £894. Resolved unanimously. Clerk: Please note and action accordingly. Contact supplier C to seek additional costs as directed above.</p>	Clerk

FC18/45c	<p>c) To consider parish tree matters: Clerk had been in communication with Woodland Trust as directed who had offered some financial assistance towards small scale planting but were unable to assist with specific tree management / safety enquiries, suggesting instead that Council engage the services of a registered tree surgeon. Committee considered planting at the play area for shade and screening purposes and also on Webbers Meadow to replace the trees which had died back, although removal of those was considered unnecessary unless they posed a risk to the public and were demonstrably unsafe / unsound. It was further suggested that Clerk contact local RSPB representative regarding the ecology / conservation aspects of the woodland at Webbers Meadow and also Devon Wildlife Trust to gather more information. Furthermore, Clerk was asked to contact primary school to see if students would be willing to take part in community tree planting exercise in late Nov. / early Dec. (National Tree Week). Clerk: please note and action accordingly.</p>	Clerk
FC18/45d	<p>d) To consider grant award application publicity prior to previously agreed deadline of 31st October 2018: After discussion, Chair volunteered to prepare and circulate a draft promotional publicity release to all FC members for approval and subsequent publication. Media considered: Parish Magazine, website, noticeboards, Facebook page etc. Chair: Please action as above.</p>	Chair
FC18/45e	<p>e) To consider interim expenditure at School Lane WC: i) & ii) Clerk was still waiting for quotations for the electrical reinstatement and additional lighting / access control as previously resolved. Clerk to chase and add to September agenda for full council consideration. Another contractor was suggested and Clerk provided with details. Clerk: Please chase suppliers and add to ORD agenda. iii) Further quotations were sought for the CCTV interim installation. These are to be considered at the next ORD meeting of Council to minimise delay to the project. Clerk: Please chase suppliers and add to ORD agenda.</p>	Clerk Clerk
FC18/45f	<p>f) To consider preliminary arrangements for November Parish Bonfire / Firework event: Chair outlined arrangements made to date. Proposal put forward that Newton Poppleford Primary School Parents and Teachers Association be given exclusivity on sales of soft drinks and food sales as a fundraising exercise, in exchange for providing NPHPC with marshalling cover and acting as ticket vendor. Committee also discussed bar sales and licensing and the possibility of offering that concession elsewhere. Cllr. Dalton declared a personal interest as a trustee of Harpford Hall. Chair proposed that the existing Community Event Reserves (£2143) be used to fund the Bonfire event with ticket sales replenishing the reserve fund as previously. Seconded by Cllr. Zirker. Resolved unanimously. Clerk: Please note and liaise with Chair in terms of supplier payments, admin. etc.</p>	Clerk

	iv) Chair asked Clerk to upload the latest Parish Council Budget Monitor (upto end Q2) onto the Parish Council website. <i>Clerk: Please note and action accordingly.</i>	Clerk
FC18/41	Date and time of next Finance Committee meeting; 16 th October 2018 – Harpford Hall – 7.00pm <i>Clerk: please arrange meeting booking and agenda.</i>	Clerk
	With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.30pm.	

Minutes of the Parish Council Finance Committee meeting on Tuesday 11th September 2018 at 7pm in Harpford Village Hall, Harpford

Signed as a true record of the meeting above:

Chairman: _____ Date: _____